

Report for Week Ending 10 November 1958 From RECORDS CENTER

During the week the following accessions were made:

COMPU		42 cu. ft.
COMPT		2 " "
DD/P		
MED		3
OCR		170 " "
OL		2 " "
00		54 " "
ORR		29 " "
OSI		3 " "
OTR		2 " "
PERS	•	1 " "
PIC		57 " "
Finished Intelligence	Sub-Total:	365 cu. ft.
	Total :	431 cu. ft.
	10007	+)1 Cu 100

Map Negatives 1,308 cu. ft.

Records Holdings 27,136 " "

Distribution Material Holdings 11,359 " "

Total : 39,803 cu. ft.

Distribution Material Disposed of at Center

Distribution Material Transferred from Center

Records Disposed of at Center

Records Transferred from Center

Total:

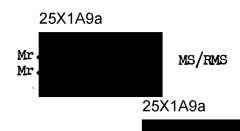
19 cu. ft.

40 " "

104 " "

163 cu. ft.

<u>Visitors</u>



Chief, Records Center

Sanitized - Approved For CIA-RDP70-00211R000200170082-0

Weekly Report for Week Ending 12 November 1958

from FORMS MANAGEMENT BRANCH

Contributions

- a. Tangible
 - COMPLETED Compared 22 actions requiring the printing of 484,500 copies or sets of blank forms. This represents a decrease in the number of actions and an increase in the number of copies.
 - One new and seven revised forms were approved.

Assignments - Active

1. Eight new and 18 revisions are pending. 2. 25X1C4a 3. 25X1A9a 25X1A9a O/S and Mr. , CI/DDP. The form was revised and sent for coordination. This revision should reduce shipping 25X1A9a category from III to I and eliminate any problems on use of the form. 25X1A9a All other projects are progressing normally. News 25X1A9a 25X1A9a Miss

and I talked with Mr. C/SD/OL last Monday. Mr. 25X1A9a discussed his problems and accomplishments to date as Supply Division Chief. He and some of his people want to talk later this week about my ideas for improving forms stock 25X1A9a management and handling practices. 25X1A9a

Mr.will be on annual leave for the rest of the week. He will then attend the IOC for one month.

25X1A9a